

**Hurricane Preparedness Plan
For
Natural Disaster or Emergency**

Section I: Introduction

1. The purpose of this SOP is to provide administrative policies, guidance and operating procedures for natural disasters or emergencies, which may occur in the jurisdictional and operating area of the Surface Deployment Distribution Command (SDDC) on Ft. Buchanan, Puerto Rico.
2. **Applicability:** This emergency plan is applicable to all SDDC personnel assigned to Puerto Rico.
3. **Implementation:** This emergency plan will be implemented by the Contracting Officer's Representative (COR) upon official notification of an impending disaster such as hurricane, flooding or other natural disaster or emergency. Hurricane and other disaster warnings may be received from various sources. Such as the National Weather Service, Internet, commercial radio and TV station.

Section II: Operational Stage

1. **Preparation Stage:** This stage exists prior to the occurrence of the disaster and consists primarily on those required to protect property and lives. The COR, in Puerto Rico, will authorize implementation of this phase. 1 December to 31 May this is the season when destructive weather is least likely to occur. 1 June to 30 November this period is considered the hurricane season. Implementation of this plan will be performed in stages, as deemed necessary. Proposed revisions to this plan will be prepared on an annual basis and submitted to the COR in Puerto Rico, no later than 1 May for approval.
 - A. **Conditions IV:** 72 hours prior to emergency conditions. Normal operations will continue; however personnel will begin initial planning procedures.
 - (1) **COR:** Alert 832D Transportation Battalion (SITREP ANNEX A)
 - B. **Condition III:** 48 Hours prior to emergency. Normal operations will continue. Preliminary measures will be taken to prepare for the impending emergency.
 - (1) **COR:**
 - a. Continue to keep the 832D Transportation Battalion informed (SITREP ANNEX A).
 - b. Brief on pending actions.

- c. Should a requirement for direct assistance be received at this or at a later stage COR will utilize any available government resources in his/her charge to provide necessary assistance under conditions of immediate urgency when required to save human life, reduce immediate human suffering, or mitigate property damage.
- C. **CONDITION II: 24 hours prior to emergency.** Steps will be taken to secure SDDC office. During this period emphasis will be placed on securing and protecting government property. COR will advise 832d Transportation Battalion Commander of his/her progress and status.
- D. **CONDITION I: 12 hours prior to emergency conditions.** COR will make telephonic checks with his/her immediate supervisor. All changes of locations will be reported. As well as arrival at residence. COR will monitor local radio and television stations for information and updates. Should telephonic communication fail, COR will report to the SDDC Office promptly as safety conditions permit. This will be when hurricane warnings are lifted. If the hurricane warning is lifted at 12:30 P.M or later, COR will call his/her immediate supervisor for instructions.
- E. **MONITORING STAGE:** This stage is implemented during the actual occurrence of the disaster and consists mainly of monitoring the situation and reporting to the SDDC Chain of Command, through SITREPS (Annex A). To the greatest extent possible.

SECTION III: Contingency Plan

- A. **GENERAL:** Upon receiving notification that the Hurricane warning and conditions permit. COR will report for duty at the SDDC Office. The primary function of the organization is to quickly become operational and functional. This will be accomplished by assessing and reporting the overall nature, scope and severity of the damages and to execute emergency work as authorized and needed. Additionally, The COR will report to 832d Commander and provide an assessment of damages, operational capabilities and any requirements that are deemed necessary to become completely operational.
- B. **ORGANIZATION:**
 - (1) **Contracting Officer's Representative (COR).** Will keep the Chain of Command informed (Annex A: Post Hurricane SITREP). This will continue until the situation at the SDDC Office and in the Caribbean return to normal conditions. An operational assessment will be performed to determine if outside augmentation support from SDDC elements in CONUS are needed. The SDDC Commander will clear all news releases and press inquiries.

(2) MEDICAL EVACUATION (MEDEVAC).

In case of injury (concurrently with providing first aid) staff personnel present will notify appropriate medical facility. A description of the nature and extend of the injuries will be described to the medical staff. Specific address and location will be provided, to include primary and alternate telephone numbers. Use of those telephone lines should be limited in case medical staff members need to make contact with SDDC. The following factors will be considered.

Nature of the injury
Number of persons injured
Proximity of medical facility
Capability of medical facility (are they operational?).
Available means of transportation
Road and weather conditions

EMERGENCY NUMBERS (verified as of 14 July 01)

Fort Buchanan dispensary	787-707-2050
Veterans Hospital (Hato Rey))	787-707-2038
San Pablo Hospital (Bayamon)	787-740-4747
Ambulance service (Ft. Buchanan)	787-707-5593
Metropolitan	787-726-5116

SECTION IV: Hurricane safety Rules

When a Hurricane watch is issued for your area.

Listen to local officials
Check often for official bulletins on radio, TV or NOAA Weather Radio
Fuel Car
Stock up on canned provisions
Check supplies of special medicine and drugs
Secure outdoor furniture or remove to a safer location
Tape, board or shutter windows to prevent their damage.
Check supply of batteries for radio and flashlights

When a Hurricane Warning is issued for your area.

Consume your refrigerated food supply first.
Listen to Official local updates
Stay tuned to radio, TV, or NOAA Radio for latest developments

Stay home if sturdy and on high ground
Board up garage and porch doors
Move valuable items to upper floors
Bring in pets
Fill containers (bathtub) with water
Turn up the setting for your refrigerator to maximum cold. Do not open unless necessary
Use phone for emergencies only
Stay away from glass panels, windows.
Beware of the eye of the hurricane
Leave area, which are prone to be affected by storm tide or stream flooding
If you have to leave, depart during daylight hours
Shut off water and electricity at main switch panel box
Take your valuables, cash, and important documents, such as passport Birth certificate's etc..
Leave food and water for your pets, (shelters will not take them)
Secure your house
Drive carefully to the nearest designated shelter using recommended evacuation routes

SECTION V: Telephone numbers.

Federal, Commonwealth and Territorial Agencies

EOC Fort Buchanan (787) 707-2002/2003

Main Control Post (FBI) (787) 706-2328

Alternate Control Post (787)754-6001/6002

**Federal Executive Association (FEA) (787) 766 5620 ext 22 or
(787) 766-5002/5003**

NOAA website www.srh.noaa.gov/sju

MOTOR CARRIERS:

OCEAN CARRIERS:

Crowley Logistics- Mr. Edward Fortunato (703) 684-1585

Horizon Lines – Mr. Hugh Healey (704) 973-7060

Sea Star Lines - Mr. Peter Baci (904) 855-1268

Trailer Bridge Inc – Mr. Warren Hayden (800) 426-0074

PRIOR TO HURRICANE

ANNEX A

SITREP: _____
Name of storm/hurricane

Information as of: **Date:** _____ **Time** _____

Forecast: _____

Eye of the storm Latitude: _____ **Longitude** _____

Current weather condition: _____

Personnel Status: _____

Terminal preparations: _____

Funding requirements: _____

Problem area: _____

POST HURRICANE

SITREP: _____

Name of Storm/Hurricane

Information as of Date: _____ **Time:** _____

Current weather conditions: _____

Eye of the storm Latitude: _____ **Longitude:** _____

Personnel Status: _____

Terminal facilities condition: _____

Communication status: _____

Cargo damage: _____

Salvage requirements: _____

Outside assistance requirements (Personnel and equipment): _____

Port Conditions: _____

MSR's conditions: _____

Ocean Carriers conditions: _____

Availability of electric power and water: _____

Overtime requirements: _____

Funding requirements: _____

Other Problem areas: _____

Estimated time of return to normal operation: _____

SITREP Rendered by: _____